

Job Title: Financial Accountant
Reports To: M4A Director of Finance
FLSA Status: Full time Exempt
Department: 4ALL
Location: M4A – probationary period (Possibly EJC after 6 months)

The Elder Justice Center (EJC) is funded through Middle Alabama Area Agency on Aging (M4A) and the 4 ALL Foundation, Inc. The 4 ALL Foundation is the nonprofit organization of M4A. 4 ALL's mission is to support and advocate for the dignity of all people. 4 ALL's vision is an Alabama where all people can live and age with dignity, security, and independence. The 4 ALL Foundation serves people in Blount, Chilton, Shelby, St. Clair, and Walker counties, and has three centers of excellence: the center for critical needs; the center for elder justice and advocacy; and the center for aging training. The Elder Justice Center of Alabama houses all elder justice and advocacy projects of the 4 ALL Foundation such as the adult day health program, the elder abuse shelter, and the training center.

The Financial Accountant will support the Director of Finance of M4A by maintaining and monitoring the financial aspects of the 4ALL Foundation and the EJC.

The Financial Accountant must adhere to ethical behavior and HIPAA; establish and maintain positive working relationships; communicate effectively; and foster teamwork.

Responsibilities for the Financial Accountant

Job Description –Basic accounting duties, deposits and cash control, accounts payable/receivable activities, monitoring of grants and budgets, and filing for Finance Department and the EJC.

Essential Duties and Responsibilities:

- Providing accounting and clerical assistance to the Finance department.
- Typing accurately, preparing, and maintaining accounting documents and records.
- Preparing back-up for bank deposits, general ledger postings and statements.
- Maintain documentation for reporting purposes and reimbursement
- Entering A/R and A/P into QuickBooks daily
- Assist with grant budgets and adjustments
- Assist with monitoring the grants and complete monthly or annual reports, as needed
- Keep up with nonprofit tax deadlines
- Monitor 4ALL insurance policies and payments
- Maintain payment documentation for contractors/partners
- Track volunteer hours and in-kind donations

- Cross train on tasks throughout the Finance Office
- General office duties to include filing, labels, and any other duties as assigned by the Director of Finance

Qualifications and Education:

- 2 years of direct accounting/bookkeeping responsibilities, preferably working Federal, State, Local, Private Funds or a 501 c 3 social service agency.
- QuickBooks and MS Office
- 2 years post-secondary education; Associate's or Bachelor's degree is preferred. A High School diploma, GED, or equivalent will be considered with experience.
- 2 years of work experience in an administrative/office management role is preferred.
- Must have exceptional attention to detail
- Strong organizational and time management skills, and ability to prioritize
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Must be proficient with Microsoft Office, including Word, Excel, Outlook, and TEAMS

Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to drive to locations necessary to accomplish for position / program work.
- Ability to occasionally lift and/or move up to 15 pounds.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. Staff of M4A are "at-will" employees. I have read and understand the responsibilities and requirements of this position.